

<b>ORGANIZATION:</b>	City of Sherwood	<b>DATE:</b> 2013
<b>LOCATION:</b>	Sherwood, Oregon	
<b>DEPARTMENT:</b>	Public Works / Operations	
<b>FLSA STATUS:</b>	Exempt	
<b>JOB TITLE:</b>	Public Works Utility Manager – Pay Group E	

### **PURPOSE OF POSITION**

Plan, coordinate, direct, and supervise the technical support services, programs and/or the operations, maintenance and repair of the City's utility systems ensuring safe, continuous, and cost effective operation of the City's water, wastewater and storm water facilities consistent with local, State and Federal regulations. These tasks are illustrative only and may include other related duties.

### **ESSENTIAL JOB FUNCTIONS**

Operates and maintains potable water distribution system including pump stations reservoirs and related equipment to maintain a constant safe supply of drinking water. Maintains water quality in order to meet State and Federal drinking water standards. Participates in preparing annual budget and capital improvement planning. Monitors expenditure, codes invoices for payment, ensures that all necessary materials, chemicals, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts tools and supplies.

Manages the development and implementation of departmental policies and procedures as they relate to retention/detention, maintenance, ditch cleaning, street sweeping, TV inspection, line maintenance and repair, and customer response.

Composes bid specifications and recommend purchases for materials and equipment. Advises Director of Public Works and other City officials in matters relating to department activities, provides information to various groups and individuals regarding water, stormwater, and/or sanitary within the City.

Makes contacts or arranges for personnel to contact resident and business owners in areas where services will be interrupted, advises those persons of the length and severity of the interruptions. Arranges for alternate service source or methods if customer has special considerations.

Manages and coordinates work plan for assigned division. Meets with staff to identify and resolve problems. Assigns work activities, projects and programs. Monitors workflow, reviews and evaluates work product, methods and procedures.

Manages and monitors environmental programs including water conservation, water quality program, backflow program, FOG program, Private and Public Water Quality facility programs.

Receives, investigates and responds to problems and complaints in a professional manner. Identifies and reports findings and takes necessary correction action.

Oversees the safety of assigned crews, instructs or arranges for instructions in proper safety procedures and monitors progress and insures the proper maintenance of equipment and tools. Trains and supervises employees in a safe performance of their duties.

Makes recommendations on selection, promotion, discipline and termination of staff. Trains and supervises employees performing duties of operation, maintenance, construction and repair of utility systems.

Supervises field staff, perform employee evaluations, interviews candidates for employment, coaches, trains and disciplines employees as necessary.

Maintain cooperative working relationships with City staff, other organizations and the general public.

### **AUXILIARY JOB FUNCTIONS**

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

### **JOB QUALIFICATION REQUIREMENTS**

**MANDATORY REQUIREMENTS:** Thorough knowledge of assigned areas of responsibility: including construction methods, materials, and maintenance procedures. Considerable knowledge of the federal, state, and regional guidelines and rules related to the maintenance of the City's infrastructure. Thorough knowledge of the vehicles and equipment used for infrastructure maintenance. Thorough knowledge of the occupational hazards and safety procedures appropriate for infrastructure maintenance activities. Knowledge of the principles of supervision and management. Knowledge of computer word processing and spreadsheet programs. High School Diploma and a combination of six years' experience related to water, storm and sanitary. Three years as a manager or supervisor, relating to operation and maintenance of a utility system; or equivalent combination of education and experience which demonstrates the ability to perform the above described duties may be considered.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of a valid Oregon driver's license with a safe driving record. Possession of a Class B CDL with tank endorsement at time of appointment. State of Oregon Water Distribution Certification level III or ability to obtain within 6 months. State of Oregon Water Treatment Certification level 1 or the ability to obtain within 6 months. State of Oregon Wastewater Collection level III or the ability to obtain within 6 months. State of Oregon Cross Connection Specialist Certification at time of appointment. Current CPR/First Aid card, Work Zone Traffic Safety certification, and Fork Lift certification. Confined Space Entry.

**DESIRABLE REQUIREMENTS:** Previous experience within the City of Sherwood Public Works Department. Possession of higher- level certifications than those required. State of Oregon Water Distribution level 4 certification. State of Oregon Water Treatment level 2 certification. State of Oregon Backflow tester's certification.

### **PHYSICAL DEMANDS OF POSITION**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 100 pounds. Movement of materials weighing up to 25 pounds may consume up to 15% of the work period. Activity and types of duties performed require manual dexterity and coordination. Manual dexterity and coordination are required over 50% of the work period while using maintenance tools and equipment and operating standard office equipment such as computer, calculator, etc.

### **WORKING CONDITIONS**

Work is performed in a wide variety of environments including office, shop, and outside weather conditions, and may be exposed to fumes, oils, and chemicals. Position performs 24-hour emergency duties and may be subject to call-out after normal hours, and may be included in pager duty rotation for 1-week periods. Entry to confined spaces is required on an infrequent basis.

### **SUPERVISORY RESPONSIBILITIES**

Responsible for supervising 1 to 12 FTE depending on area of assignment. Oversee contracts and programs as needed. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

### **SUPERVISION RECEIVED**

Works under the general direction of the Public Works Director.